

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

March 1, 2011

ADDENDUM #1

REQUEST FOR PROPOSAL #11-60

PROJECT ARCHIVIST

THIS ADDENDUM IS TO: **Answer the following Questions from the Pre-Bid Meeting:**

Q1. Are the completed inventories from the Archives, Library and Museum available in Excel?

A1. The completed inventories to be incorporated into the work included in the RFP can be provided to the successful bidder in Excel, Access, or a delimited text file.

Q2. How should we estimate the number of days to complete the work?
Should we state a "not to exceed" number of days?

A2. We do not know the exact number of days that it will take to complete this project as the project is being undertaken to discover the extent of the material in City Departments. Proposals should be based on an experienced best guess, not to exceed, number of days.

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Rositha Durham

Chief Procurement Officer